

Issued 11/2013

MEMORANDUM

TO: _____ - employee's direct supervisor
_____ - Region/Parish or Bureau/Division/Section

FROM: _____ - typed name of employee
_____ - Region/Parish or Bureau/Division/Section

RE: Acknowledgement of Driving Restrictions
State, Rental, and Personal Vehicle

DATE: Month, Day, Year

I acknowledge that due to my failure to provide a valid driver's license number, my driving record could not be pulled. I am aware that I am not approved to operate any vehicle (state, rental, or personal) for the purpose of conducting business for the state of Louisiana until this matter is resolved. I further acknowledge that continued failure to adhere to DCFS Policy 1-15 may result in disciplinary action.

If further information or documentation is needed, please contact me at _____ (Provide the phone number).

Copy: RA and/or Parish Manager
Appropriate Deputy Secretary, Deputy Assistant Secretary, or Undersecretary
Executive Counsel
Safety Coordinator or Transportation Officer in the Region
Safety Officer
Support Services Unit Manager

